



# Office of the City Clerk

Weekly Report – for Week Ending March 21, 2014

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Neighborhood Council Elections** – Candidate Filing continues:

Region	Qty Filed to Date	Certified	Pending	Withdrew (W) / Disqualified (D)	Starts	Ends	Election Day
Region 1	251	233	0	17W/1D	Dec 23	Jan 22	Mar 8
Region 2	126	112	0	12W/3D	Dec 16	Jan 15	Mar 1
Region 3	210	183	0	18W/9D	Dec 31	Jan 30	Mar 16
Region 4	178	154	0	24W/0D	Jan 4	Feb 3	Mar 20
Region 5	202	186	0	9W/7D	Jan 14	Feb 13	Mar 30
Region 6	195	168	0	6W/21	Jan 18	Feb 18	Apr 3
Region 7	208	184	0	8W/16	Jan 27	Feb 26	Apr 12
Region 8	172	90	79	3W/0D	Feb 10	Mar 19	Apr 26
Region 9	54	13	40	1W/0D	Feb 17	Mar 19	May 3
Region 10	30	17	12	1W/0D	Feb 24	Mar 26	May 10
Region 11	75	51	23	1W/0D	Mar 4	Apr 3	May 18
Region 12	17	9	8	0W/0D	Feb 17	Mar 19	May 6

## TOP ISSUES

- **Neighborhood Council Candidate Filing continues.**
- **Council Chambers intermittent webcast problems continue.**
- **\$3.3 Million received from LA Community College District for the 2013 election consolidation.**

**City Elections** – The list of certified candidates for the Los Angeles Unified School District, Board District 1 Special Election was submitted to the Los Angeles County Registrar-Recorder's Office.

**City Elections** – Ballots for the Los Angeles City Employees Retirement System (LACERS) were mailed out on March 19.

**City Elections** – Staff began issuance of nominating petitions for the Board of Deferred Compensation Election for a LACERS and PENSION Representative.

**City Elections** – The City Clerk received \$3,298,741.12 from Los Angeles Community College District as payment for the 2013 Municipal Election consolidation.

**City Elections** – The City Attorney's report and Ordinance amending the City's Election Code will be heard by Rules and Elections Committee on March 21.

**Customer Survey** – A sample survey was developed for use by the Council and Public Services Division. It has been routed to all City Clerk employees as a test group. It will be finalized and entered it into Survey Monkey and a web link distributed to all departments, elected offices, and agenda subscribers. It will also be available on the City Clerk LACityClerk Connect website. This was recently added to the Mayor's metrics goals for City Clerk.

**Automated Agenda Management System** – Work continues with the software vendor to develop a sample prototype for submitting reports electronically to the City Clerk. The first draft was completed. Refinement continues. This will be used during workflow discussions and the project remains on target. This is on the Mayor's metrics goals for City Clerk.

**Neighborhood and Business Improvement Districts** – Systems staff are reviewing invoice system modifications in conjunction with the Controller's Office and the Information Technology Agency to streamline City Clerk invoicing procedures. The initial test worked and one additional test will be conducted before using it in production.



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**Neighborhood and Business Improvement Districts** - Staff and the City Attorney continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following BIDs: Downtown Industrial District, Panorama City, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood Media and the proposed Pacific Palisades.

The LA BID Consortium met on March 13, 2014. Controller Galperin was the guest speaker.

**Assembly Bill 1290** - Staff drafted 2 contracts for execution, and completed a reconciliation of CD 3 AB 1290 funds.

**General City Purposes (GCP)** – Staff expedited payments to vendors supplying services for African American Heritage month, and coordinated contracting requirements for this year's Coliseum 4<sup>th</sup> of July Fireworks show.

**Personnel** - Staff conducted an internal audit of the Ethics Systems for all Council Offices to ensure all filers are in the systems and that directors have submitted their City Ethics Commission Form 60.

**Records Management** - Drafting of an RFP for a commercial records storage contract continues.

**Southern California City Clerks Association** – Holly will attend the General Membership Meeting on Friday, March 21, 2014 in the City of Burbank. The presentation will be on Effective Communications.

### ISSUES

**City Elections** – Two complaints were filed relative to candidate filing for the LAUSD Board Seat 1 vacancy. One complaint is regarding the 5pm deadline and the other is relative to insufficiency of signatures on a filing petition.

**Council and Committee Meeting Webcasting** – Stability problems continue with video webcast servers not starting automatically in Council Chambers.

### UPCOMING . . . . .

**Elections Media and Outreach** – Development of a department-wide media and outreach strategy will begin next week.

**Mayor's Metrics (CompStat)** - Further defining of City Clerk CompStat measures and procedures.